

Current Noticing Practices for Private Development Projects
CDD, City of Sunnyvale

	Private Development Permit Examples and Process	Legal Notice Requirements	Additional Noticing Done for Each Private Development Permit	Noticing Done On a Case-By-Case Basis
Single Family Design reviews	<ul style="list-style-type: none"> • New homes • New second story additions • Large first story additions <u>Process:</u> Staff level review	Prior to any action being taken on an application that involves a two-story component, notice must be given to adjacent property owners, stating that the application is available for review and comment for 14 days following the date of the notice.	None	
Miscellaneous Plan Permits	<ul style="list-style-type: none"> • Residential sheds • Commercial signs • Landscaping plans • Parking lot modifications <u>Process:</u> Staff level review	Director of Community Development may take an action without public notice or hearing except in certain limited instances.	None	
Minor permits - Use Permits, Variances, Special Development Permits (These are public hearing projects which are exempt from environmental review)	<ul style="list-style-type: none"> • New restaurants in existing shopping centers • Variances from setback requirements • Small additions to churches • Detached granny units <u>Process:</u> These permits require an Administrative Hearing. Appeals are heard by the Planning Commission	<ul style="list-style-type: none"> • Posting the notice of hearing at least 10 days before the hearing at a conspicuous location on each frontage of the property • Posting on the public notice bulletin board in City Hall • Mailing the notice of hearing to the owner and applicant • Mailing the notice of hearing to owners of adjacent properties • Publishing the notice at least once in a newspaper of general circulation in the city (Sunnyvale Sun) 	<ul style="list-style-type: none"> • Website posting of agendas and staff reports • Copies of agendas and staff reports at the Library • Mail notices to tenants of adjacent properties • SunDial • Public Hearing notices sent to Neighborhood Association officers 	<ul style="list-style-type: none"> • Increased posting of site and vicinity • Mail notices to an expanded area
Major permits – Use Permits, Special Development Permits, Tentative Maps	<ul style="list-style-type: none"> • New residential subdivisions • New commercial or industrial buildings • Major additions or reconstructions to churches 	<ul style="list-style-type: none"> • Posting the notice of hearing at least 21 days before the hearing at a conspicuous location on each frontage of the property • Posting on the public notice bulletin board in City Hall • Mailing the notice of hearing to the owner and 	<ul style="list-style-type: none"> • Website • SunDial • Copies of agendas and staff reports at the Library • Mail notices to tenants of 	<ul style="list-style-type: none"> • Increased posting of site and vicinity • Mail notices to an expanded area • Arrange a community meeting

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(These are public hearing projects which require environmental review)	<ul style="list-style-type: none"> Additions of schools or large daycare centers <p><u>Process:</u> These permits must be heard at a Planning Commission Hearing. Appeals are heard by the City Council</p>	<p>applicant</p> <ul style="list-style-type: none"> Mailing the notice of hearing to owners of all property within 300 feet of the property under consideration Publishing the notice at least once in a newspaper of general circulation in the city 	<p>properties within 300 ft.</p> <ul style="list-style-type: none"> Study sessions with Planning Commission Public Hearing Notices sent to Neighborhood Association Officers 	
Large-Scale Policy Projects	<ul style="list-style-type: none"> Downtown Development Plan Moffett Park Specific Plan Single Family Home Regulations <p><u>Process:</u> All policy decisions are heard by the Planning Commission. Their recommendation is forwarded to the City Council for final decisions.</p>	The code is silent regarding noticing for large-scale policy projects.	<ul style="list-style-type: none"> Informational mailings/emailings to interested community members and associations Community outreach meetings Copies of notices, agendas and reports to neighborhood groups, and other organizations Study sessions with Planning Commission Article in the Quarterly Report Listing on the Website SunDial Copies of agendas and staff reports at the Library 	<ul style="list-style-type: none"> KSUN posting City Council announcement Article in the Quarterly Report Article in the Sunnyvale Business Page newsletter Article in the Chamber of Commerce newsletter Increased posting of site and vicinity Presentations at community group meetings Article in the Mercury News Guide section

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Appeal of an action to the Heritage Commission, Planning Commission or City Council		<ul style="list-style-type: none">Minor permits – Mailing the notice to the owner of the subject property, appellant, adjacent propertiesMajor permits – Mailing the notice to the owner of the subject property, appellant, all property owners within 300 feet of the property under consideration		
Individual demolition permits (which are issued separately and unconnected to any other type of discretionary permit)	<ul style="list-style-type: none">Demolition of residential structures in single-family neighborhoods	<ul style="list-style-type: none">Mailing the notice to all occupants and owners of adjacent properties		